



Simplified Web Interface for Teachers

# Quick Reference Guide

Version 5.1

8/26/08



Online Development Center

  
PUGET SOUND  
Educational Service District

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# Site Profile

**SWIFT** *simplified web interface for teachers*

Profile Home Announcements Grades Homework Image Gallery Practice Quizzes View Website Log out

### Profile

**Site information:**

Name: Tony Johnson  
School: Demonstration  
Username: tjohnson1 (change)  
Password: \*\*\*\*\* (change)

**Site settings:**

1 Website title: Mr. Johnson's 5th Grade  
2 E-mail address: tjohnson@psed.org  
3 Discussion moderation: On  Off   
4 Grading interface: Easy Grade Pro

**Active sections:** 5

Announcements On  Off   
Contact On  Off   
Discussion On  Off   
Documents On  Off   
Grades On  Off   
Events On  Off   
Homework On  Off   
Image Gallery On  Off   
Links On  Off   
Practice Quizzes On  Off

Note: In order to retrieve your password if you forget it, you must include a valid e-mail address.

SAVE CHANGES

These fields will be pre-populated with your information

## Key

- 1) **Website Title:** Enter the name of your site here. The title will display at the top of the page.
- 2) **E-mail Address:** Enter your e-mail address here. Your "Contact the Teacher" page will send messages to this address. Note: The Contact on/off option is disabled until an e-mail address is entered.
- 3) **Discussion Moderation:** Allows you to choose whether your discussions are moderated or unmoderated. You can still choose to moderate individual discussion threads if you like.
- 4) **Grading interface:** Allows you to select the grading program you use. Grades on/off option is disabled until a grading interface is selected.
- 5) **Active Sections:** Allows you to choose what features you include on your site.

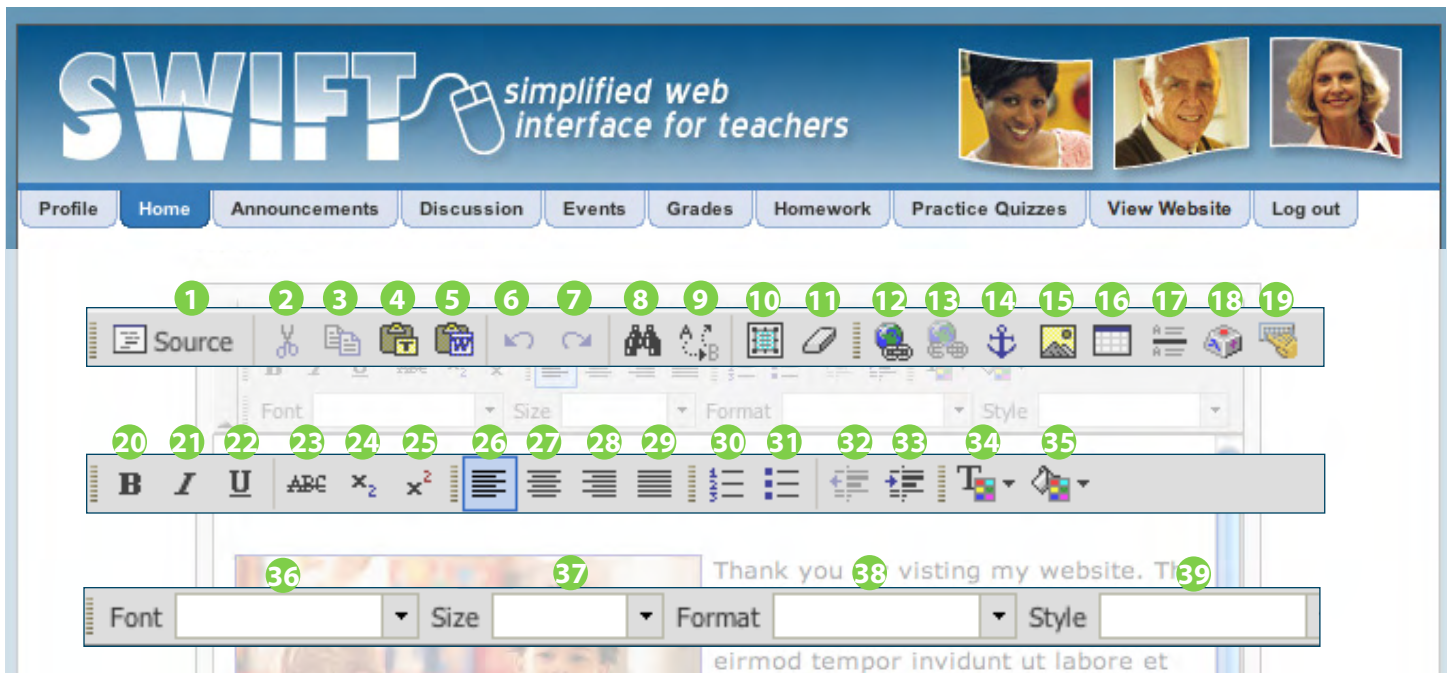
## Tips

Make sure your website title is as descriptive as possible. The title will appear on every page of your site.

Check your e-mail address for accuracy. Messages sent to you on the "Contact the Teacher" page will not get to you if there is an error in your e-mail address.

You don't need to activate all the features SWIFT offers. Use only the ones you like. You can always turn on additional sections as needed.

# Formatting Toolbar Overview



## Key

- |  |                                  |
|--|----------------------------------|
| 1) View the HTML source code                               | 18) Insert a special character   |
| 2) Cut   | 19) Show universal keyboard      |
| 3) Copy  | 20) Bold                         |
| 4) Paste as plain text                                     | 21) Italic                       |
| 5) Paste from Microsoft Word                               | 22) Underline                    |
| 6) Undo your last modification                             | 23) Strike through               |
| 7) Redo your last modification                             | 24) Subscript                    |
| 8) Find a word or character on your page                   | 25) Superscript                  |
| 9) Find and replace a word or character on your page       | 26) Left justify                 |
| 10) Select all of the contents of your page                | 27) Center justify               |
| 11) Remove formatting from selected text                   | 28) Right justify                |
| 12) Insert or edit a hyperlink on selected text or image   | 29) Block justify                |
| 13) Remove link from selected text or image                | 30) Create a numbered list       |
| 14) Insert or edit an html anchor                          | 31) Create a bullet list         |
| 15) Insert an image or edit a selected image               | 32) Decrease indent              |
| 16) Insert a table or edit properties of an existing table | 33) Increase indent              |
| 17) Insert a horizontal line                               | 34) Change text color            |
|  | 35) Change text background color |
|  | 36) Select text font             |
|  | 37) Select font size             |
|  | 38) Preformatted text            |
|  | 39) Preformatted styles          |

## Tips

If you're unable to change the formatting of text you've selected (such as the color or font) first select the text you want to modify and click the "Remove Format" button (11). Then apply your new formatting.

The formatting toolbar appears in numerous areas of SWIFT and function the same in each location.

More in-depth information on placing images on your site and adding and modifying tables is included further on in this reference guide.

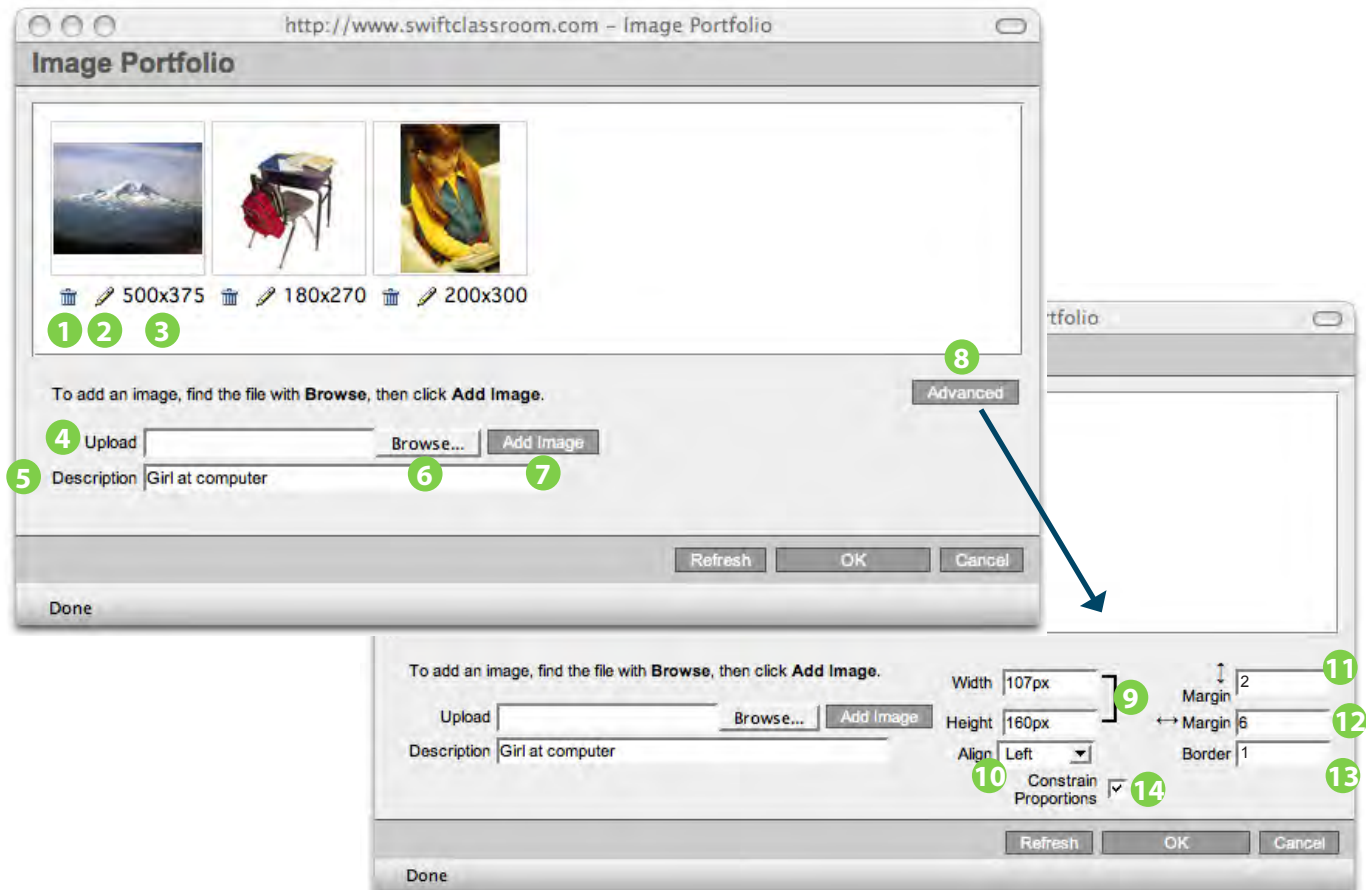
# Adding Images

Click the Image Portfolio button to place an image on your page.

**Note:** You can also edit an image already placed on your page by first selecting the image (clicking on it) and then clicking the Image Portfolio button.



You'll then see these options:

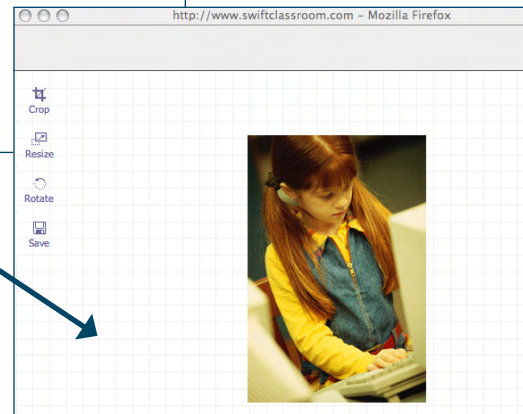
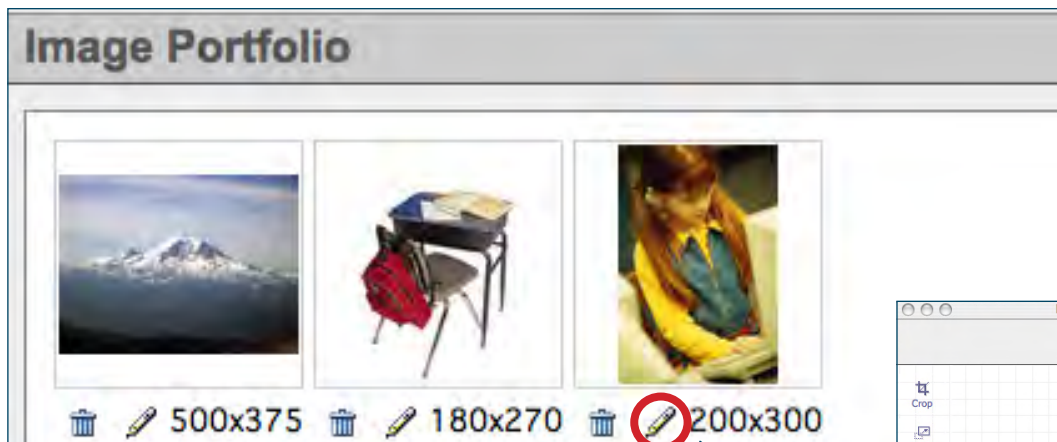


## Key

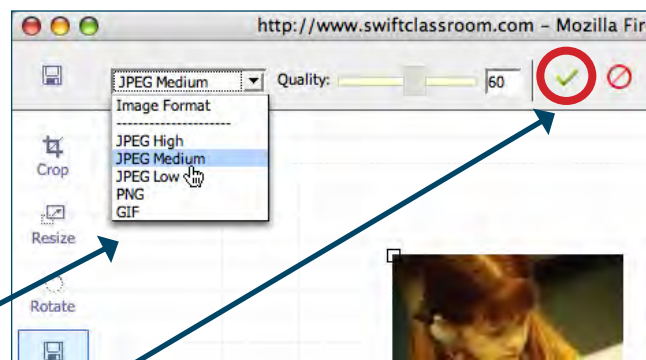
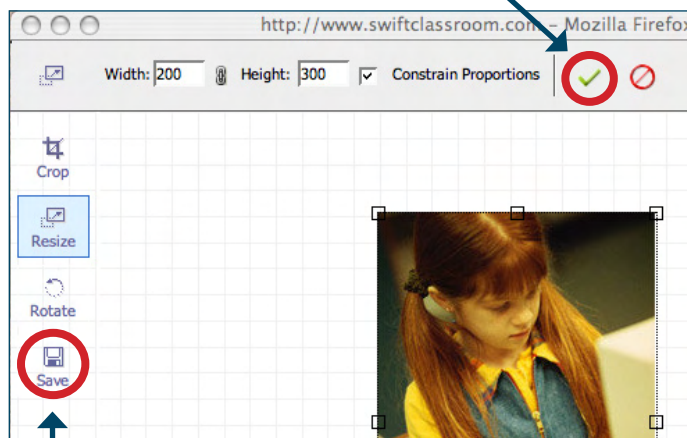
- 1) Remove image from image library.
- 2) Edit image (crop, rotate, etc).
- 3) Width and height of original image.
- 4) Shows location of image you've browsed to prior to uploading it to the image portfolio.
- 5) Enter a description of your image here.
- 6) Click the Browse button to navigate to an image on your computer's hard drive or local network you'd like to add to your image portfolio.
- 7) Once you've browsed to an image, click the Add Image button to add the image to your image portfolio.
- 8) Clicking the Advanced button gives you additional options for modifying your image.
- 9) You can change the width and height of the image using these fields.
- 10) Allows text to wrap around the left or right of the image.
- 11) The vertical space between the image and adjacent text.
- 12) The horizontal space between the image and adjacent text.
- 13) Width of border around image. Can be set to 0 for no border.
- 14) Check this box to keep image proportions the same if width or height is adjusted.

# Adding Images (Continued)

You can do basic image manipulation such as rotating and cropping by clicking the image edit icon.

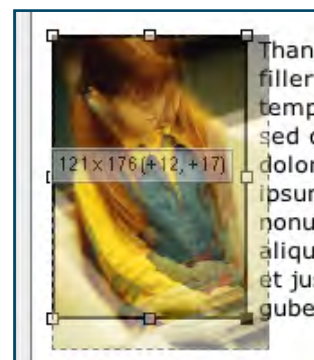


Each time you crop, resize, or rotate your image you'll need to click the check mark icon to make your changes permanent.



Once you've made your adjustments to the image, click the "Save" icon. You'll then be asked to select an image format and quality. "JPEG Medium" with a quality set to 60 or above usually works fine. You'll then need to click the check mark again to finalize your changes and exit the image edit window.

**You can also resize an image already placed on your page. Click the image and then drag the handles to increase or decrease the size.**

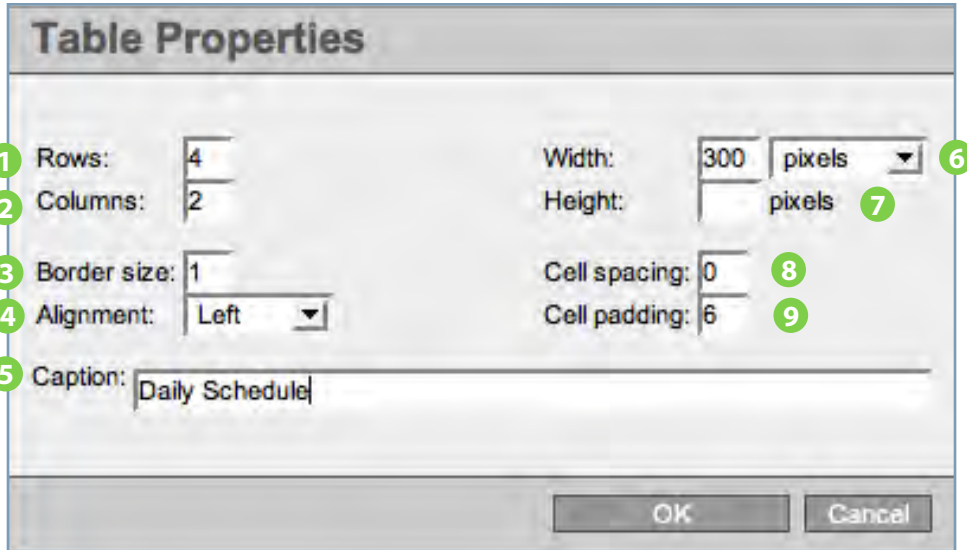


# Adding Tables

Use the Insert Table button to add tabular data to your page.

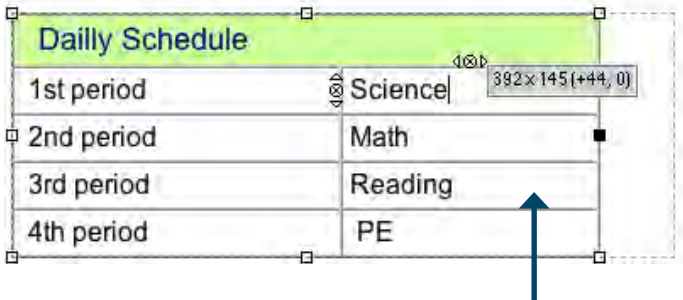


You'll then see these options:

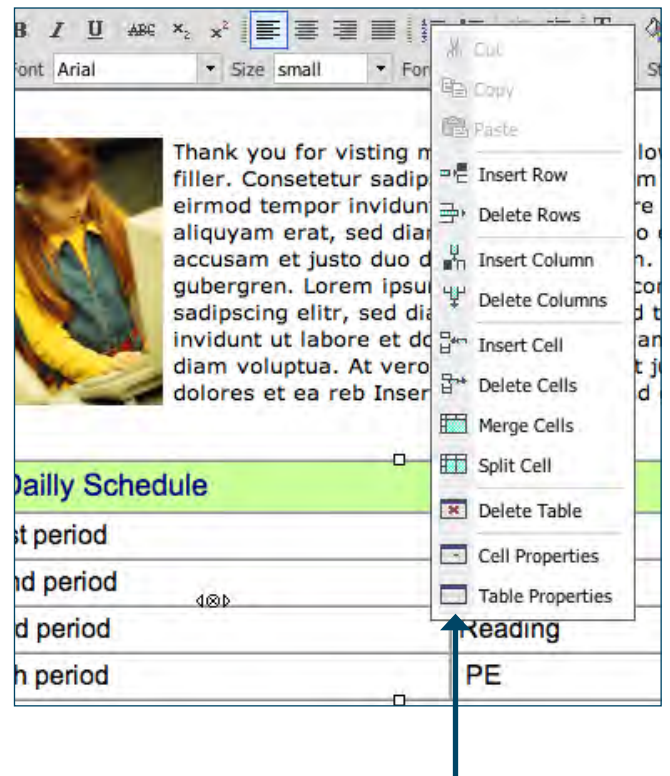


## Key

- 1) Number of rows in your table.
- 2) Number of columns in your table.
- 3) Size of table border. Can be a value of 0.
- 4) Table alignment. Can be left blank.
- 5) Table caption. Enter a brief description of your table's content.
- 6) Table width. Can be in pixels or percent.
- 7) Table height. Can be left blank.
- 8) The amount of space between each cell in your table.
- 9) The amount of padding within each cell.



You can resize an existing table by clicking it and dragging the handles to increase or decrease the size.



You can modify an existing table as well as access advanced table modifications features by selecting the table (clicking on it once) and right-clicking your mouse button.

# Tabs Overview:

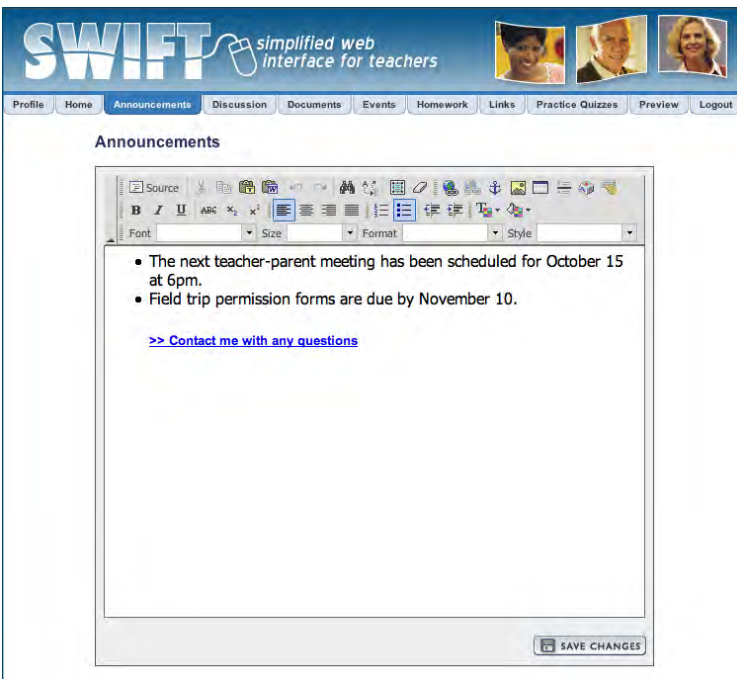
**Remember:** Only sections that you've activated on your profile page will appear on the tabs menu.



## Home Tab

The Home tab allows you to modify the look of your site's homepage. Your homepage is usually the first page a student or parent will see when they visit your site. You can add a number of different elements to your homepage by way of the formatting toolbar.

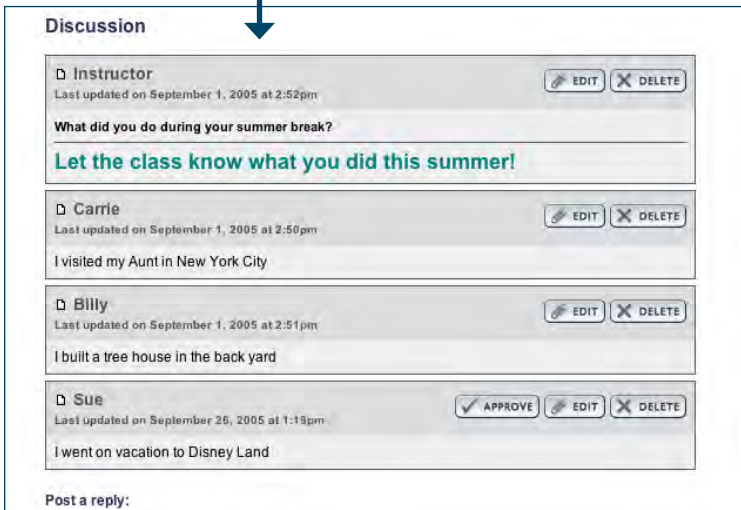
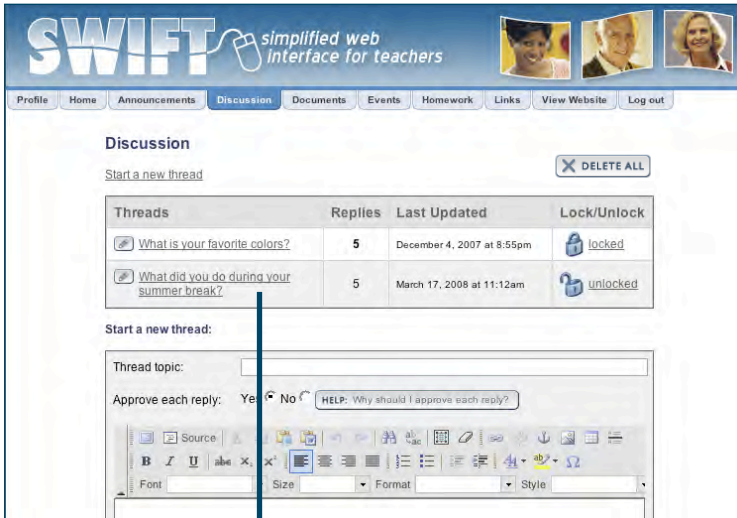
In addition to adding text, you can add more visual appeal by inserting images and tables. Try aligning the image to the right or left (one of the Image Portfolio advanced options) so text can wrap around it.



## Announcements Tab

Use the Announcements tab to add announcements to your site. Your page layout options are the same as the Home tab.

# Tabs Overview:



**Tip:** While working within the Discussion tab options, your web browser's "back" button may not work. Click "Back to discussion" to step back to the previous screen or click the Discussion tab to get back to the Discussion start page. If you encounter this same problem in other areas of the SWIFT tool, click the tab for the area you are in to step back to the main edit screen of the section you are in.

## Discussion Tab

Add a discussion forum to your site using the Discussion tab. With each topic or "thread" you create you can choose to approve each reply or have replies automatically posted to your site.

Approving each reply is strongly suggested because Internet spammers may attempt to post unwanted links as replies to your discussions in order to improve their ranking in search engines like Google. These links often contain inappropriate material for children, including pornography.

In addition, approving each reply will keep you involved in the discussion, which means topics have more potential for creating learning opportunities.

Approving each reply gives you the ability to view, edit, or delete each reply before it is seen by visitors to your site. You can also post your own replies to student replies to keep the dialogue going.

To provide additional security, you may also want to "lock" your discussion threads. This lets you apply a password to each thread. If a visitor to your site attempts to participate in a discussion, they will be prompted to enter a password—that you create—before continuing.

The "Delete All" button located at the top right of the Discussion overview page allows you to delete all of your discussion threads. Be careful when using this option. It permanently deletes all threads.

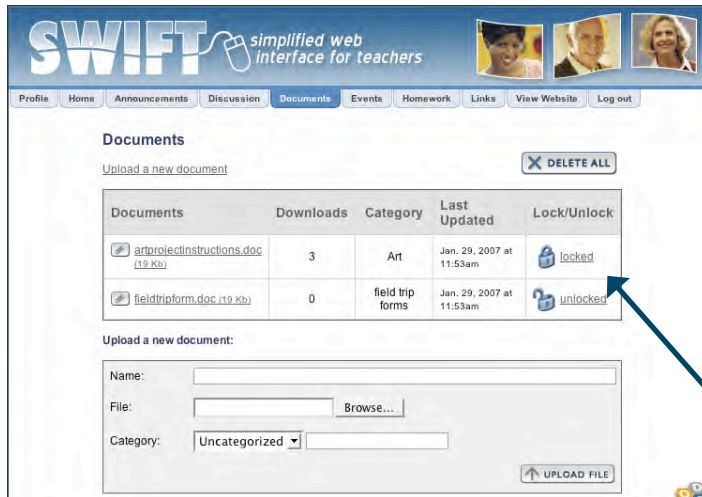
The "Delete All" option is also available in the Documents, Events, Links, and Practice Quizzes tabs.

Threads	Replies	Last Updated	Lock/Unlock
What is your favorite colors?	4	May 14, 2008 at 11:27am	locked
What did you do during your summer break?	5	March 17, 2008 at 11:12am	unlocked

Clicking on the "locked" or "unlocked" link will give you this screen in which to enter or modify your password for each discussion string.

**Note:** Both the Documents tab and the Practice Quizzes tab include a Lock/Unlock feature that functions the same as the Discussion Forum.

# Tabs Overview:



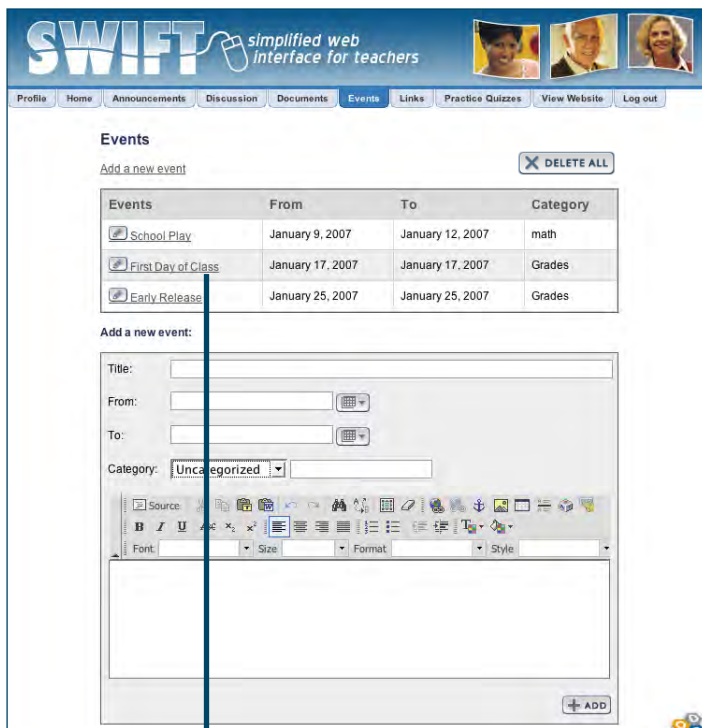
## Documents Tab

Use this feature to upload documents to your site you'd like to make available for download by students or parents.

For example, you could upload a field trip permission form created in Word or a classroom presentation created in PowerPoint.

You can assign a category to each of the documents you upload. Your documents page will display your documents in alphabetical order by category.

You can lock or unlock access to each document. See page 9 for more information.



## Events Tab

The Events tab allows you to add a calendar of events to your site. It's easy to add either a single-day event or an event that spans multiple days. Make sure to give each event item a description.

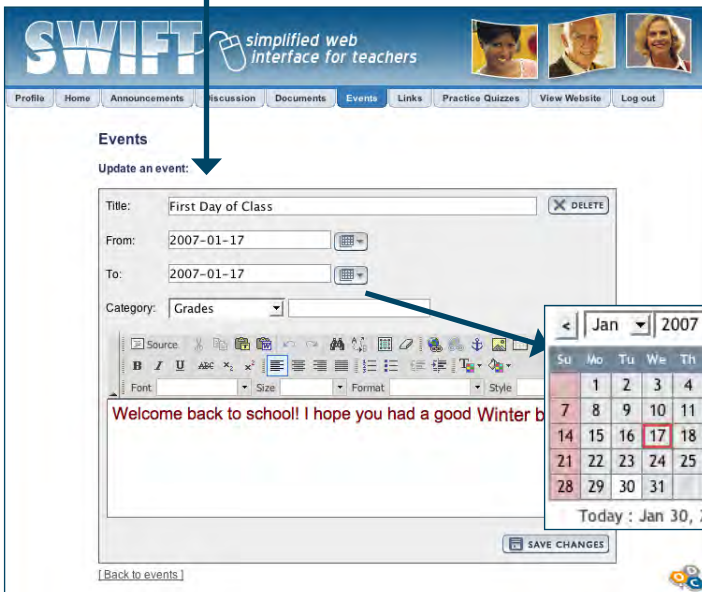
You can assign a category to each of the event you enter. Your events page will display your events in alphabetical order by category.

Below is similar to what visitors to your site would see

Categories: [All](#), [Grades](#), [math](#)

<< January 2007 >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 <a href="#">School Play</a>	10 <a href="#">School Play</a>	11 <a href="#">School Play</a>	12 <a href="#">School Play</a>	13
14	15	16	17 <a href="#">First Day of Class</a>	18	19	20
21	22	23	24	25 <a href="#">Early Release</a>	26	27
28	29	30	31	1	2	3



### Events

**First Day of Class**  
January 17

Welcome back to school! I hope you had a good Winter break!

[Back to events](#)

# Tabs Overview:

The screenshot shows the SWIFT interface with the 'Homework' tab selected. The page title is 'Homework for the week of October 10-14'. Below the title is a table with homework assignments:

Subject	Assignment
Science	Read textbook pages 12-36
Math	Practice Quiz on page 23 of text book
PE	Run 2 miles after school every day
Reading	Read <i>War and Peace</i> , cover to cover

A 'SAVE CHANGES' button is located at the bottom right of the content area.

## Homework Tab

Use the Homework tab to add homework assignments to your site. Your page layout options are the same as the Home tab.

The screenshot shows the SWIFT interface with the 'Links' tab selected. The page title is 'Links'. Below the title is a 'DELETE ALL' button and a form to 'Add a new link'. The form includes fields for 'Link', 'URL', 'Description', and 'Category'. Below the form is a table of existing links:

Link	URL	Category
<input checked="" type="checkbox"/> Alzheimers article I talked about in class on Monday	<a href="http://time.blogs.com/daily_rx/2005/08/alzheimers_and_.html">http://time.blogs.com/daily_rx/2005/08/alzheimers_and_.html</a>	health
<input type="checkbox"/> Lemon Battery on the Zoom Website	<a href="http://pbskids.org/zoom/activities/sci/lemonbattery.html">http://pbskids.org/zoom/activities/sci/lemonbattery.html</a>	science

Below the table is another form to 'Add a new link' with fields for 'Title', 'URL', 'Description', and 'Category'.

## Links Tab

Use the Links tab to add a list of links to your site. When you're creating a link, make sure to give it a title and description in addition to the actual website address.

You can assign a category to each of the links you enter. Your links page will display your link in alphabetical order by category.

The screenshot shows the SWIFT interface with the 'Links' tab selected. The page title is 'Links'. Below the title is a form to 'Update a link'. The form includes fields for 'Title', 'URL', 'Description', and 'Category'. The 'Title' field contains 'Alzheimers article I talked about in class on Monday', the 'URL' field contains 'http://time.blogs.com/daily\_rx/2005/08/alzheimers\_and\_.html', and the 'Description' field contains 'Read this article and we'll discuss in on Friday'. The 'Category' dropdown is set to 'Science'. A 'SAVE CHANGES' button is at the bottom right.

Below is similar to what visitors to your site would see

The screenshot shows the SWIFT interface with the 'Links' tab selected. The page title is 'Links'. Below the title is a 'Categories: Art, Science' section. Below that is an 'Art' section with one link: 'Museum of Modern Art Virtual Tour - Artwork we talked about on Thursday'. Below that is a 'Science' section with two links: 'Alzheimers article I talked about in class on Monday - Read this article and we'll discuss in on Friday' and 'Lemon Battery on the Zoom Website - Try this at home!'.

# Tabs Overview:

## Practice Quizzes Tab

The Practice Quizzes tab allows you to add interactive quizzes to your site. A visitor can take a quiz and immediately check their answers. You can create as many quizzes as you'd like. You can also add or delete questions to an existing quiz or delete a quiz all together. When creating a new quiz, make sure you give it a title and description before adding questions.

You can lock or unlock visitors' access to each quiz. See page 9 for more information.

Below is similar to what visitors to your site would see

**Practice Quizzes**

DELETED ALL

Quizzes	Questions	Last Updated	Lock/Unlock
Math Quiz	3	September 1, 2005 at 2:54pm	unlocked
Social Studies Quiz	3	September 1, 2005 at 2:41pm	unlocked

Add a new quiz (title and description):

Title: \_\_\_\_\_

Enter a description of your new quiz here, then click the ADD button to add individual questions

ADD



**Practice Quizzes**

1. What is  $1 + 22$ ?

a) 221  
 b) 121  
 c) 23  
 d) 100  
 e) 1

2. What is  $54 + 100$ ?

a) 46  
 b) 1,540  
 c) .54  
 d) 154  
 e) 5,400

3. What is  $.5 + .5$

a) 100  
 b) 1  
 c) 55  
 d) 1.5  
 e) 2

CHECK YOUR ANSWERS

[Back to Practice Quizzes]

**Practice Quizzes**

Quiz: Math Quiz  
Last updated on September 1, 2005 at 2:54pm

Take this quiz to practice your addition

Question 1  
What is  $1 + 22$ ?  
Answer: 23

Question 2  
What is  $54 + 100$ ?  
Answer: 154

Question 3  
What is  $.5 + .5$ ?  
Answer: 1

Add a question:

Correct Answer

Reason

ADD

[Back to practice quizzes]

**Practice Quizzes**

Update a question:

What is  $54 + 100$ ?

Correct Answer

Reason

SAVE CHANGES

[Back to practice quizzes]

# Tabs Overview:

## Grades Tab

The Grades tab allows you to display grades on your site created in Easy Grade Pro or link to an external website that displays your class grades. With Easy Grade Pro You browse to a compressed Easy Grade Pro file and then click the Save Changes button. Individual student grades will then be viewable on your site behind a username and password you have created.

If your student grades are located on an external site, you can link to it.

Below is detailed information on how to create a compressed Easy Grade Pro file followed by information on linking to an external grades site.

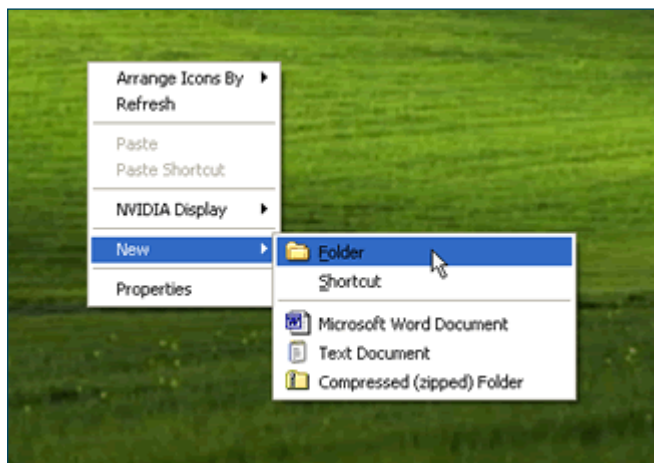


## Adding Grades Created in Easy Grade Pro

One of the useful features of Easy Grade Pro is its ability to export grades into a format viewable on the Web. In combination with SWIFT, you can let your students and their parents easily access their individual, password-protected grade reports from any computer with Internet access!

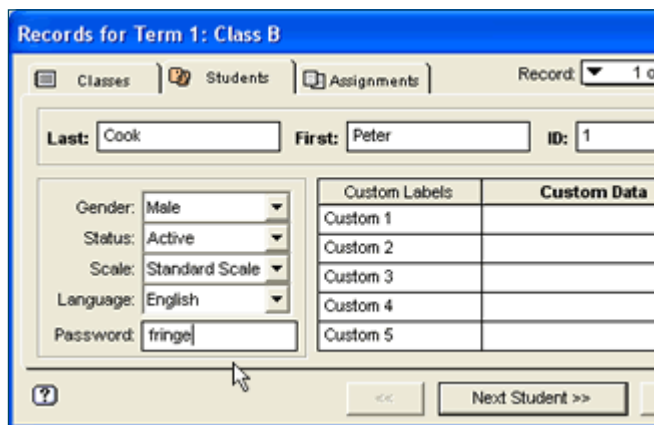
The following instructions will guide you through the process of exporting from Easy Grade Pro, compressing the export into a single .zip file, and importing that file into SWIFT. If this is your first time doing this, set aside 15 minutes or so to learn all the steps. Don't worry; once you get the hang of it, you'll be able to do it much faster!

### If your computer is running Window XP, follow these instructions:



First, we need to create a folder to store the files that Easy Grade Pro will create. On the desktop, right-click and select New | Folder.

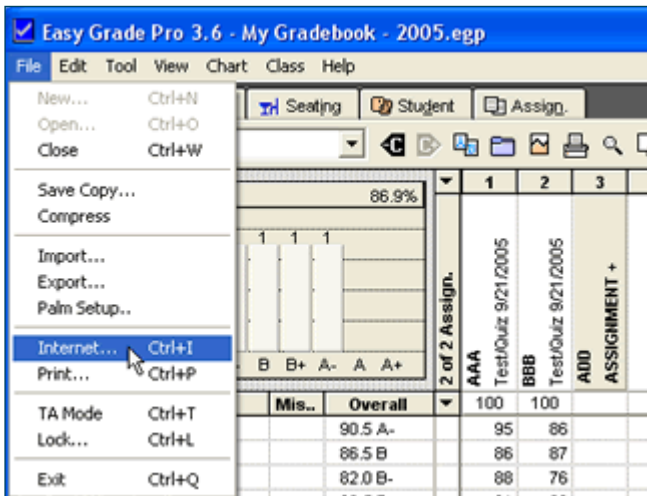
Name it something that you will remember. In this example, we will name our folder "Sample".



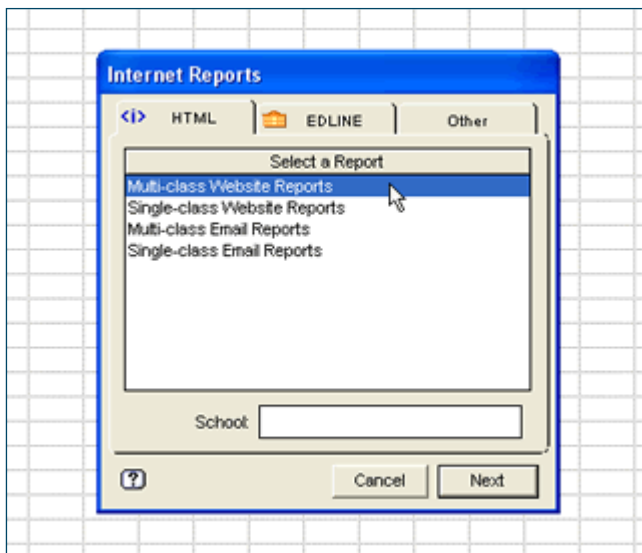
Next, open Easy Grade Pro. Since each student will need a password to access his or her online progress report, be sure you have assigned one to each student by double-clicking on a student's name and completing the password field. If the same student is in different classes (for example, if you separate subjects into classes), give that student only one password and use it throughout for him or her. Make a note of the passwords separately so you can give them to students or parents later. *Students without passwords will not be able to access their grades online.*

# Tabs Overview:

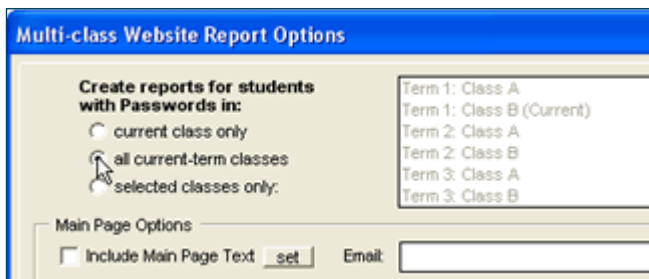
## Adding Grades Created in Easy Grade Pro (Continued)



After assigning all the passwords, select **File | Internet...**



Select **Multi-class Website Reports** from the menu under the HTML tab and click Next.



In the Multi-class Website Report Options window, select **Create reports for students with Passwords in: all current-term classes**. You may wish to adjust some of the default settings below, although anything under Main Page Options will be ignored. When you're done, click Create.

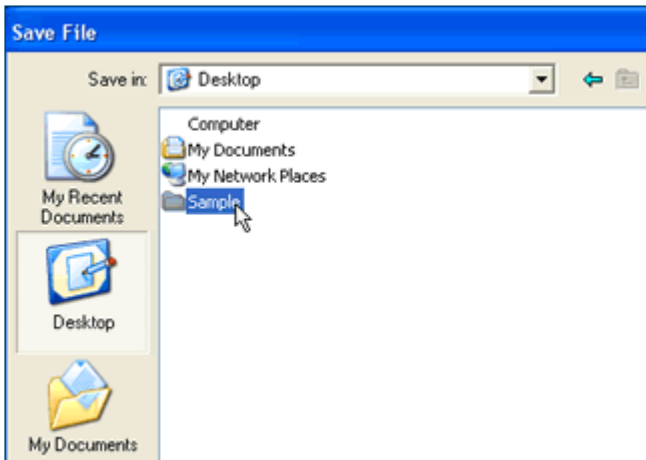
You will see a prompt. Click **Yes**.

# Tabs Overview:

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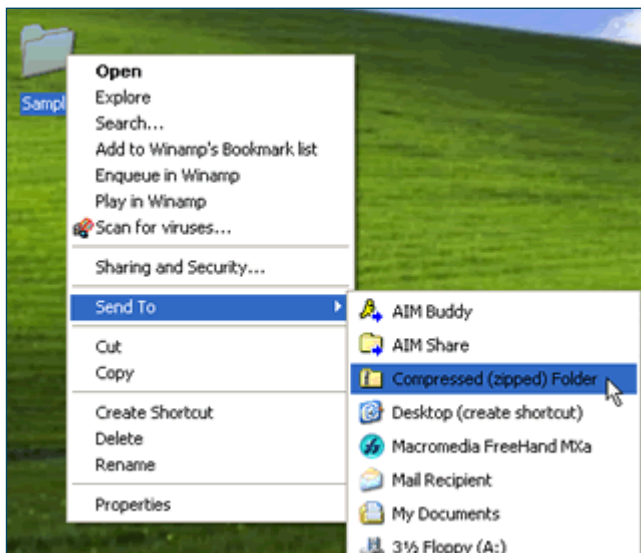
## Adding Grades Created in Easy Grade Pro (Continued)

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Find the desktop under the Save File window. Select the folder you created and click **Open**. You have now selected that folder to store the files you will create. Click **Save** to generate those files.

When that's done, you can close Easy Grade Pro.



On the desktop, locate the folder you created. Right-click and select **Send To | Compressed (zipped) Folder**.

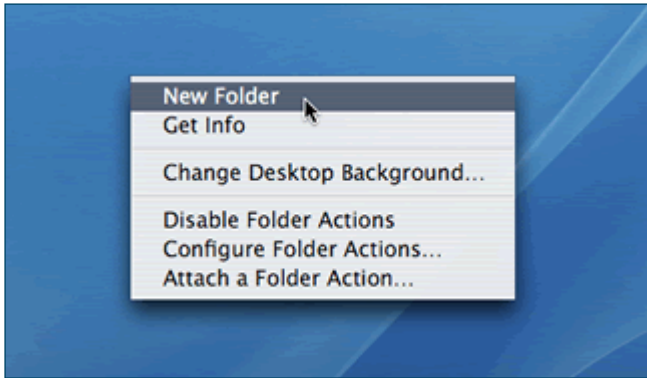
Finally, return to the SWIFT grades module, click the **Browse...** button, and locate the new file you've created. In our example, it would be named Sample.zip and have a zipper on the folder icon. Select the file, click **Open**, and click **Save Changes**.

If all went smoothly, you should see the number of student records that have been added and the date and time you last updated. If you click View Website and select Grades in the website menu, you will see a login screen with last name and password. Try one of the last name/password combinations you've created. You should see a progress report for that student!

# Tabs Overview:

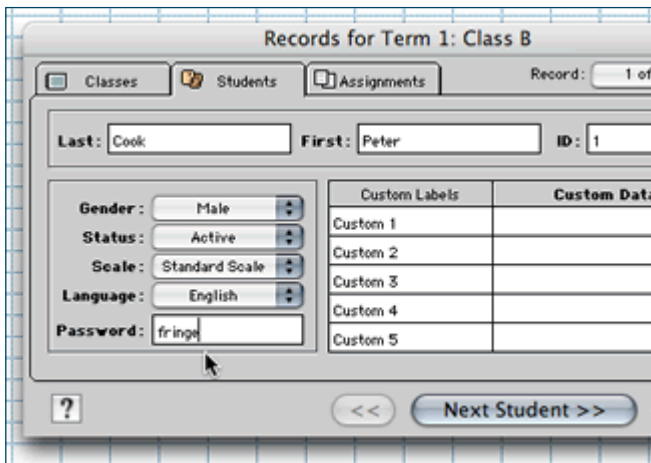
## Adding Grades Created in Easy Grade Pro (Continued)

If your computer is running Mac OS X, follow these instructions:

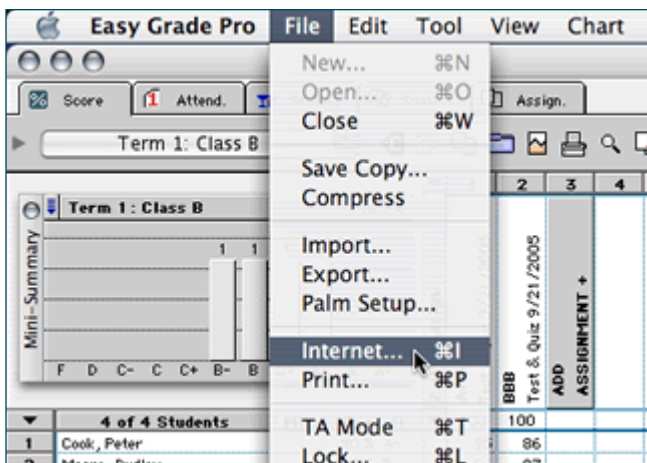


First, we need to create a folder to store the files that Easy Grade Pro will create. On the desktop, hold the Control key and click somewhere on the desktop. A menu will appear. Select **New Folder**

Name it something that you will remember. In this example, we will name our folder "Sample".



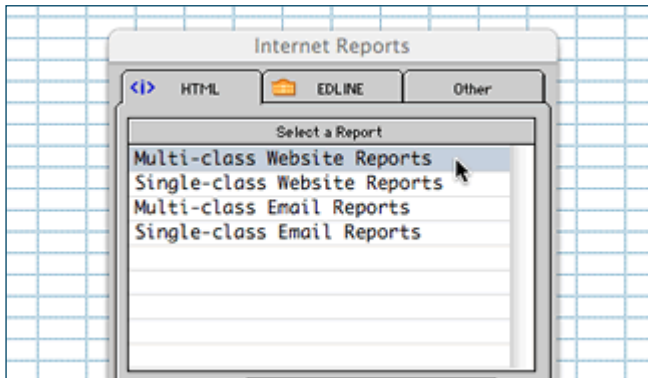
Next, open Easy Grade Pro. Since each student will need a password to access his or her online progress report, be sure you have assigned one to each student by double-clicking on a student's name and completing the password field. If the same student is in different classes (for example, if you separate subjects into classes), give that student only one password and use it throughout for him or her. Make a note of the passwords separately so you can give them to students or parents later. *Students without passwords will not be able to access their grades online.*



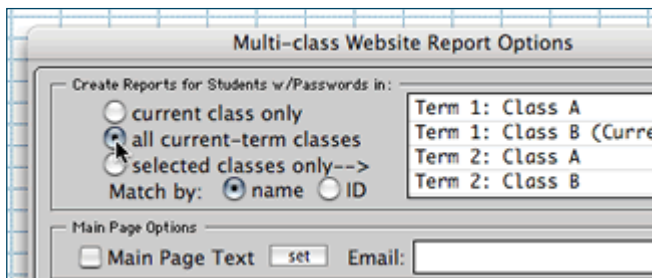
After assigning all the passwords, select **File | Internet...**

# Tabs Overview:

## Adding Grades Created in Easy Grade Pro (Continued)

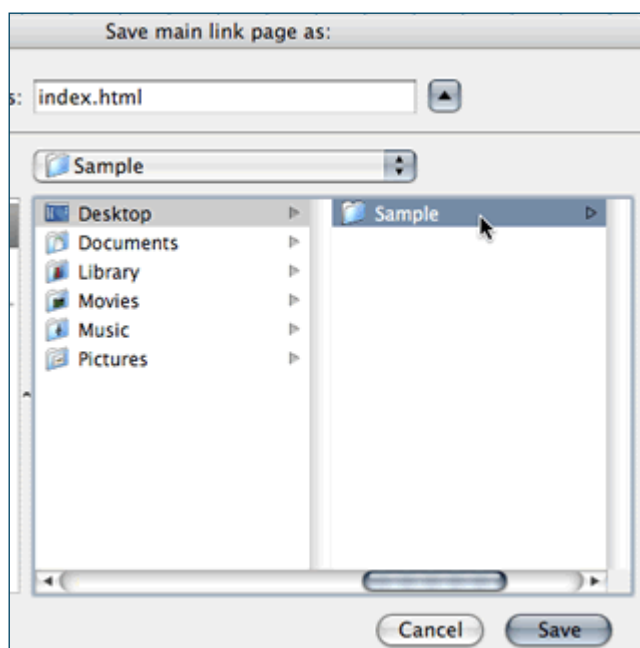


Select **Multi-class Website Reports** from the menu under the HTML tab and click **Next**.



In the Multi-class Website Report Options window, select **Create reports for students with Passwords in: all current-term classes**. You may wish to adjust some of the default settings below, although anything under Main Page Options will be ignored. When you're done, click **Create**.

You will see a prompt. Click **Yes**.

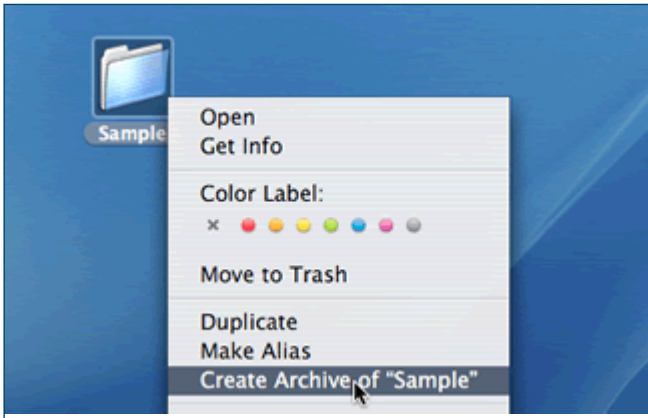


Find the desktop under the Save File window. Select the folder you created and click **Save** to generate those files.

When that's done, you can close Easy Grade Pro.

# Tabs Overview:

## Adding Grades Created in Easy Grade Pro (Continued)



On the desktop, locate the folder you created. Hold the Control key and click its icon. A menu will appear. Select **Create Archive of "Sample"**, where **"Sample"** is the name of whatever you chose to name your folder.

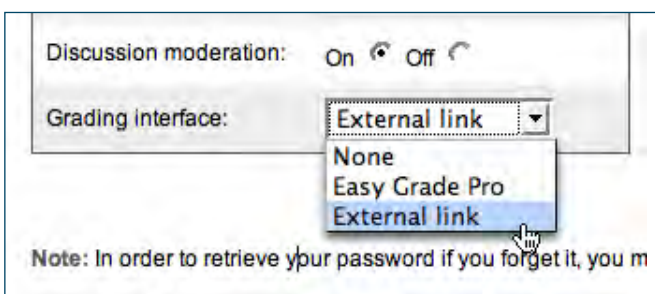
Finally, return to the Swift grades module, click the **Browse...** button, and locate the new file you've created. In our example, it would be named Sample.zip and has a zipper on the icon. Select the file, click **Open**, and click **Save Changes**.

If all went smoothly, you should see the number of student records that have been added and the date and time you last updated. If you click View Website and select Grades in the website menu, you will see a login screen with last name and password. Try one of the last name/password combinations you've created. You should see a progress report for that student!

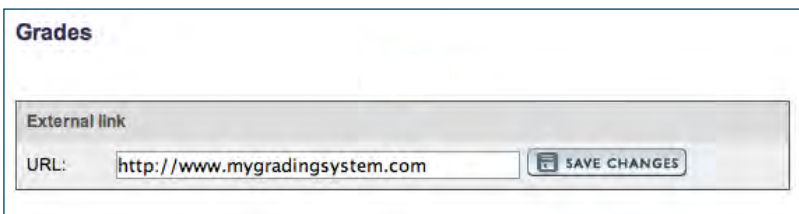


**When a student's grades are viewed on your site, they will look similar to this.**

## Linking to an External Grading Website

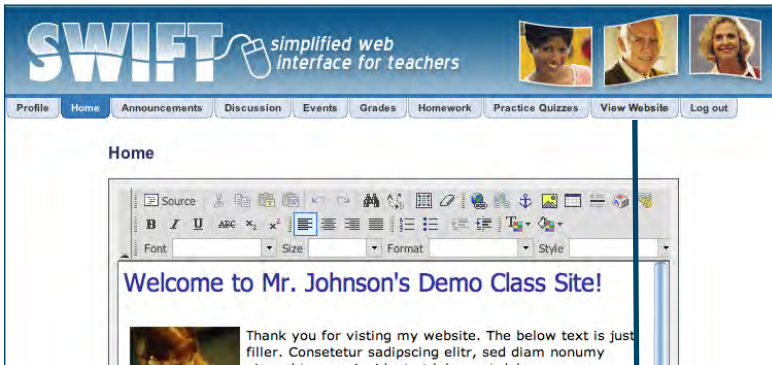


When you're in the Profile tab you have the option to select "External link."



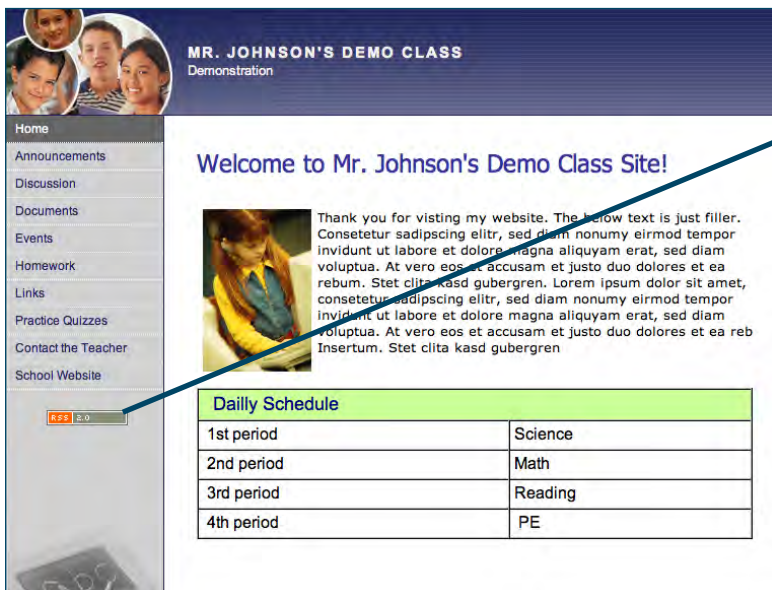
After you've selected "External link" in the Profile tab, go to the Grades tab and enter the complete url of the grades site you'd like to link to.

# Tabs Overview:



## View Website Tab

The View Website tab allows you to immediately see the modifications you've made to your site through SWIFT. When you click the View Website tab you are viewing the live site.



## RSS Feed

**What is RSS?** RSS stands for Really Simple Syndication. Using RSS, you can easily stay up to date with changes to a website without having to check it on a regular basis. For example, this classroom website syndicates its home page, announcements, discussion threads, homework, and practice quizzes, and it will automatically refresh the feed if one of these is updated.

**How do I use RSS?** Several modern browsers, such as Firefox and Apple's Safari 2.0, support RSS in some way. Websites like Google and Yahoo! can also act as free RSS readers.

## To View The RSS Feed In Your RSS Reader:

1. Copy the URL.
2. Paste the URL into your reader.

### Firefox Users:

1. Click the orange RSS icon in the address bar of your browser.
2. Add the Live Bookmark to your bookmarks list.

### Safari Users:

1. Click the blue RSS icon in the address bar of your browser.
2. Select "Add to bookmarks" in the menu to the right.

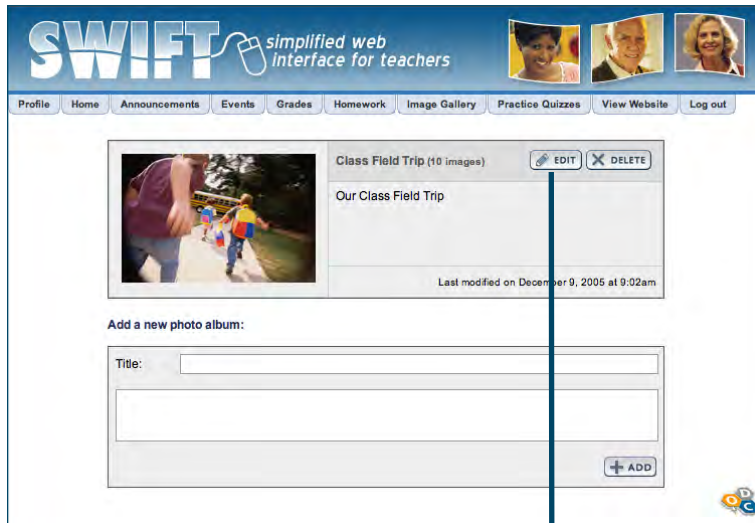
### My Yahoo! Users:

1. Click on the "Add to My Yahoo!" button.
2. Follow the instructions for adding the feed to your My Yahoo! page.

### Google Users:

1. Click on the "Add to Google" button.
2. Follow the instructions for adding the feed either to Google Reader or your Google homepage.

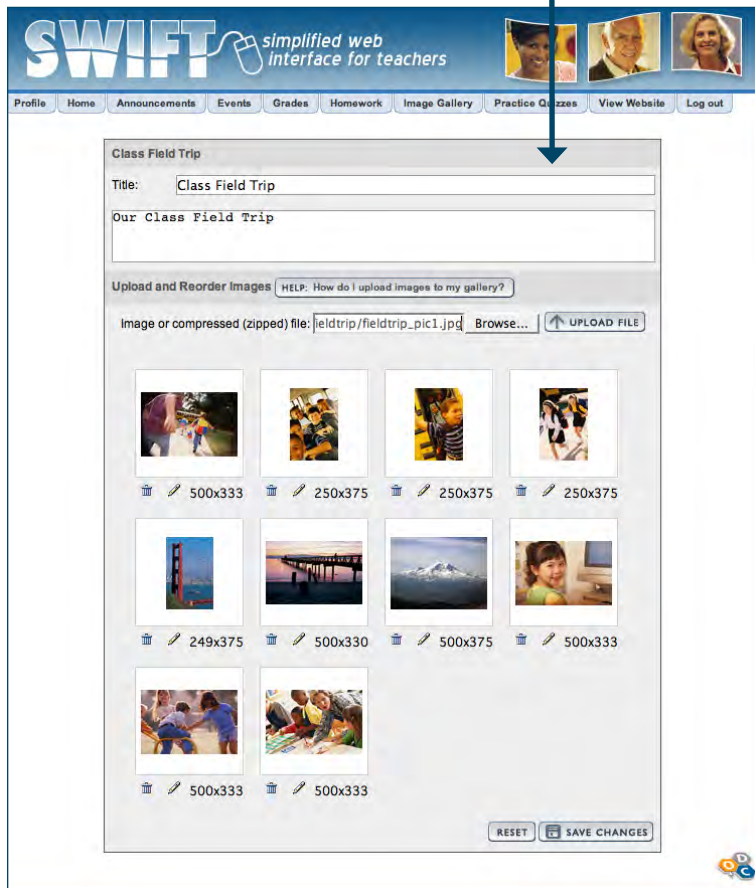
# Tabs Overview:



## Image Gallery Tab

Use the Image Gallery tab to add interactive photo albums to your site. You can add a new photo album or edit an existing one. You can upload either individual .jpg files or a .zip file containing multiple .jpg files. Each .jpg or .zip file you upload can be no larger than 15mb. However, you can upload multiple files into each photo album you create.

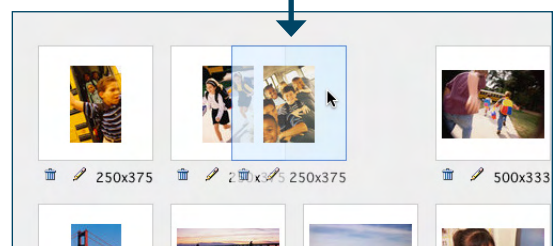
When creating a new photo album, make sure to give it a title and brief description. Then click "Add."



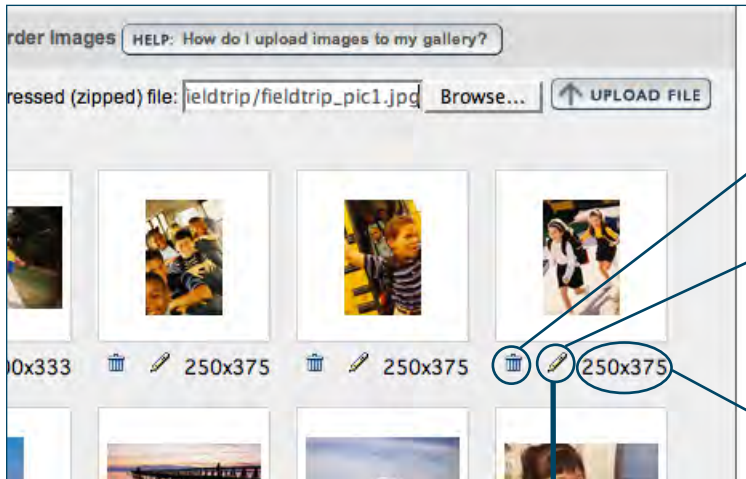
To insert images into your gallery, click the "Browse" button, then navigate to the desired image or .zip file. If you are unsure how to upload individual images or how to create a .zip file, click the Help button. The pop-up window includes detailed instructions for both Windows and Mac.

As you add images, a thumbnail of each image will appear on screen. Don't worry about each image being a specific width and height. SWIFT automatically adjusts the dimensions of each image to fit with the constraints of the image gallery.

The order the images are displayed within each photo album is based on the order the images appear in the edit screen. To change the image order, simply click and drag an image thumbnail and move it up, down, right, or left. The first image in your albums will be displayed when a visitor views the image gallery page.



# Tabs Overview:



## Image Gallery Tab (Continued).

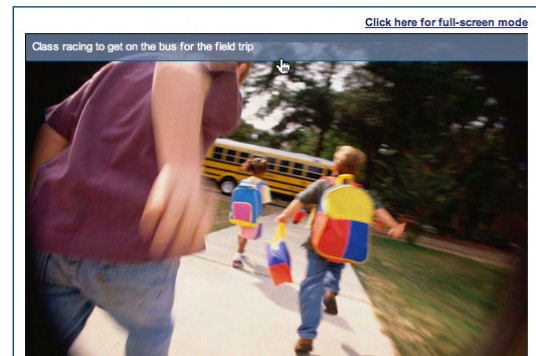
Click the trash can icon to delete the image from your photo album.

Click the pencil icon to add a caption to your image.

These numbers show the width and height of each image as it will be displayed in your photo album. Don't worry about trying to shrink or enlarge the size of an image before uploading to SWIFT. SWIFT will automatically adjust the width and height. Also, don't worry if there are variations in image size. SWIFT will not distort your images. Depending on the dimensions of your images, you may see black bars on the left and right of your images when viewing your photo albums.



The Caption field allows you to add a description of each image. Visitors to your photo album will see your description when they roll over the image. A caption automatically appears after a few seconds if a visitor doesn't roll over an image.



This screen is similar to what a visitor will see when they go to your image gallery page. Each photo album you've created will be represented by the first image of the album along with the album's name and description. A visitor simply clicks on the image or surrounding area to view the photo album. You can create as many photo albums as you'd like.

If you view a photo album in full screen, you'll need to click your browser's back button to get out of this mode.

